Creating QCIA curriculum plans

Curriculum plan builder: a user guide for schools

Revised January 2019
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Overview

The Queensland Certificate of Individual Achievement (QCIA) recognises and reports the learning achievements of students who are undertaking an individual learning program.

The Curriculum plan builder is a software application accessed via the QCAA Portal.

Schools must use the Curriculum plan builder to create curriculum plans for students eligible to receive a QCIA when they finish Year 12. Curriculum plans should be created and approved by the end of Term 1 when the eligible student is in Year 11.

In the Curriculum plan builder, schools:

• confirm students’ eligibility to receive the QCIA
• identify the number of QCE contributing studies (from the Core learning category) likely to be completed by the student
• choose intended learning goals for students using the Guideline for individual learning (GIL)
• record contact details for the person responsible for each student’s curriculum plans
• have the school moderator approve each eligible student’s curriculum plan.

This document outlines procedures for schools to create, edit, complete and approve QCIA curriculum plans. The status of a curriculum plan changes as it is processed: from ‘In Progress’ to ‘Completed’ and finally ‘Approved’.
1 Managing roles

This section describes the roles and access required to create and process QCIA curriculum plans in the QCAA Portal. The QCAA Portal is a secure part of the QCAA website.

Individuals must be assigned access to the School Portal and the Curriculum plan builder applications in the QCAA Portal.

It is important that anyone accessing the School Portal and the Curriculum plan builder is aware of information security requirements and the importance of confidentiality. A QCAA user Sign in name is required.

To register for access to the new QCAA Portal and create a user account see: www.qcaa.qld.edu.au/portal/home/landing#!/register.

To recover a forgotten QCAA Portal password, visit: www.qcaa.qld.edu.au/portal/home/landing#!/auth/forgot-password.

Organisation Administrator

A person in the role of Access Management Organisation Administrator assigns roles to staff that will use the Curriculum plan builder.

The Access Management Organisation Administrator role is assigned by the QCAA. To request assignment, contact the QCAA Client Services team at ClientServices@qcaa.qld.edu.au or (07) 3864 0278.

There are two roles that the Access Management Organisation Administrator can assign to enable staff to use the Curriculum plan builder:

- School Portal — Curriculum Plan Editor
- School Portal — Moderator

If the person who will create curriculum plans is also the school moderator, they should be assigned the Moderator role.

Curriculum Plan Editor

A person assigned the Curriculum Plan Editor role uses Curriculum plan builder to:

- create new curriculum plans
- edit ‘In Progress’ curriculum plans (if a plan is in the ‘In Progress’ list but has a status of ‘Completed’, only a Moderator can edit the plan)
- submit ‘Completed’ curriculum plans for approval by a school moderator
- view curriculum plans with any status
- save and print PDF versions of curriculum plans.

The Curriculum Plan Editor could be the student’s case manager, learning support teacher, Head of Special Education Services (HOSES) or equivalent role.
Moderator

A person assigned the Moderator role uses Curriculum plan builder to:

- create new curriculum plans
- edit 'In Progress' curriculum plans
- submit 'Completed' curriculum plans for approval by a school moderator
- approve 'Completed' curriculum plans
- view curriculum plans with any status
- revert 'Approved' curriculum plans to 'In Progress' status for editing or deletion
- delete 'In Progress' curriculum plans.

For enquiries regarding roles in the QCAA Portal, contact the QCAA Client Services team at ClientServices@qCAA.qld.edu.au or call (07) 3864 0278.
2 Preparing a curriculum plan using the GIL

Before using the **Curriculum plan builder**, each student's curriculum plan should be prepared using the *Guideline for individual learning (GIL)*. A student's curriculum plan is prepared in consultation with the student and parents/carers, by selecting learning focuses and learning goals from the *GIL*. These are grouped under five curriculum organisers:

- Communication and technologies (CT)
- Community, citizenship and the environment (CCE)
- Leisure and recreation (LR)
- Personal and living dimensions (PLD)
- Vocational and transition activities (VTA).

Learning focuses and learning goals appear in drop-down menus in the **Curriculum plan builder**.

The purpose of a curriculum plan is to identify the learning goals that a student may achieve towards the end of their senior phase of learning — it is not appropriate to list every learning goal a student may achieve during their senior phase of learning.

While there is no specific required number of learning goals, on average, a total of 20–30 goals would be reasonable for a curriculum plan.

3 Accessing the Curriculum plan builder

1. Access the QCAA Portal via the QCAA website: [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au).

2. Log in to the QCAA Portal using your email address and password:
3. Select the **School Portal** tile:

![School Portal tile](image)

4. Select **Curriculum Plans** from the menu:

![Curriculum Plans menu](image)

5. A screen will display showing two tabs — **Approved Curriculum Plans** and **In Progress Curriculum Plans**.

![Screen with curriculum plans](image)

If this is the first time a school has used the **Curriculum plan builder**, no plans will be listed in either tab.
4 Creating a new curriculum plan

You must have Curriculum Plan Editor or Moderator role to complete this process.

1. Select the In Progress Curriculum Plans tab.
2. Click Create.

A search screen will appear (below). The default search settings are:
- **ILO is QCIA** is set to Yes (ILO = Intended Learning Option)
- **Expected Exit Year** will be set to the following year for current Year 11 students.

3. To search for a specific student in order to create their curriculum plan:
- change **ILO is QCIA** to **Any** (a)
- change **Expected Exit Year**, if necessary, by selecting from the drop-down menu (b)
- click **Search** (c).

A screen will appear (see next page) listing all students in the school with the selected exit year who have been registered for a Learner Unique Identifier (LUI) and are recorded at the school in the Senior Learning Information Management System — Registration and Banking System (SLIMS–RABS) for exit years up to 2019. For exit years 2020 and beyond, the ILO of QCIA will be noted in the new Student Management application.

- Students with a green tick have an ILO of QCIA recorded in their learning account in SLIMS–RABS (for exit year up to 2019) or Student Management (exit year 2020 and beyond).
- Students with a red cross do not have an ILO of QCIA recorded in their learning account.
• If a student has a cross but should have a tick, the school moderator or person responsible for managing must update this in either SLIMS–RABS and Student Data Capture System (SDCS) or in Student Management, as applicable, before creating a curriculum plan. See Registration and Banking systems user guides and help — SLIMS and QCIA data: www.qcaa.qld.edu.au/senior/slims/user-guides-help.

Troubleshooting: What to do if a student is not listed

First, check that the correct exit year has been entered and ‘ILO is QCIA’ has been checked as ‘Any’ in the search box as per step 3 on the previous page.

If the student does not appear in a search, the school moderator or the person responsible for managing SDCS will need to:

• check the learner exists in SLIMS–RABS (exit year up to 2019) or Student Management (exit year 2020 and beyond) and has a provider enrolment at the school
• check that the correct Expected Exit Year is set on their Personal Details tab in SLIMS–RABS or Student Management (as applicable) and that they are recorded in the correct cohort in SDCS, which also sets this value in SLIMS–RABS.

If the student is a Queensland transfer student and has enrolled at the school, they must be identified with their LUI via SDCS (with a tick on QCIA) to create an enrolment at the school in SLIMS–RABS (for exit year up to 2019), or Student Management (exiting 2020 and beyond).

If the student is an interstate or overseas transfer student and has enrolled at the school, they must be registered for a LUI in SLIMS–RABS. This creates an enrolment at the school. They must also be identified in SDCS with the QCIA option selected. See Registration and Banking systems user guides and help — SLIMS and QCIA data: www.qcaa.qld.edu.au/senior/slims/user-guides-help.

If a student still does not appear, contact the QCAA Helpdesk.
In some cases, a student may have a red cross beside their name in the ‘Active’ column (below).

This means that a student has previously been, but is not currently enrolled at the school, and a curriculum plan cannot be created for them.

Clicking on that student’s name will display the following message.

If a student has a cross in this column but should have a tick, the school moderator or person responsible for managing SDCS must update this in SLIMS–RABS before creating a curriculum plan, or Student Management application, as applicable.

If a student has left the school and is not returning, any QCIA information that has been entered into SLIMS–RABS or Student Management must be deleted to remove them from the list of students in that exit year.

4. Select the student and click **Next**.

Troubleshooting: Curriculum plan already exists

If a curriculum plan has already been started or completed for the student, a warning message will appear.

Close the message.

See **Section 8: Editing an ‘In Progress’ curriculum plan** to edit the student’s curriculum plan.
5. Check the student's information on the **Study details** screen.

<table>
<thead>
<tr>
<th>Study details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LUI</strong>: 4699441914</td>
</tr>
<tr>
<td><strong>Given Names</strong>: DAPHNE</td>
</tr>
<tr>
<td><strong>Surname</strong>: DUCK</td>
</tr>
</tbody>
</table>

Enter the number of QCE contributing studies the student will complete:

- Authority subjects that the student will study for four semesters
- Authority-registered subjects that the student will study for four semesters
- VET studies - include only Certificates II, III, IV that the student will complete by the end of Year 12

**Please note:**
The number of QCE contributing studies cannot exceed three. If you need more information, contact the Quality Assurance Unit at qcia@qcaa.qld.edu.au or (07) 3864 0375.

**This student is QCIA-eligible**

A student is eligible to receive the QCIA if they undertake studies that are part of an individualised learning program. Eligibility to receive the QCIA is restricted to students with impairments or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors.
5 Entering QCE contributing studies

1. Enter a value in each box by selecting a number from the drop-down list.

If the total number of QCE contributing studies the student will complete is more than three, no further development of the curriculum plan is possible as the student is not eligible for a QCIA. For further clarification, contact the Quality Assurance unit at qcia@qcaa.qld.edu.au or (07) 3864 0375.

About QCE contributing studies (from the Core learning category)

QCE contributing studies (from the Core learning category) may be:

- Authority subjects, e.g. Information Processing and Technology, Physical Education
- Authority-registered subjects, e.g. English Communication, Dance in Practice
- VET studies, e.g. Certificate II in Agriculture.

To be regarded as a QCE contributing study, the subject or VET certificate must:

- be expected to be completed, i.e. the student will study four semesters, or finish the full VET certificate
- not be modified, i.e. the student must be assessed according to the standards in the syllabus. While conditions of assessment may be modified, core content, the level of cognition expected by the syllabus and the qualifiers in the standards must not be changed.
2. Check the box to indicate **This student is QCIA-eligible**. Note that this is the school’s declaration that the student is undertaking an individual learning program and has impairments or difficulties that are not primarily due to socioeconomic, cultural and/linguistic factors.

3. Click **Create**.

4. A screen will appear displaying information about the curriculum plan that has been created. Select the **Details** tab and check the information is correct.

5. The contact person is set to the Curriculum Plan Editor by default. Change the details if the contact person will be different from the Curriculum Plan Editor.
6 Entering learning focuses and goals

Make sure the student’s curriculum plan has been created using the *Guideline for individual learning (GIL)*. See Section 2: Preparing a curriculum plan using the GIL.

1. Select the **Curriculum Plan** tab.

**Reminder:** The purpose of a curriculum plan is to identify the learning goals that a student may achieve towards the end of their senior phase of learning — it is not appropriate to list every learning goal a student may achieve during their senior phase of learning.

While there is no specific required number of learning goals, on average, a total of 20–30 goals would be reasonable for a curriculum plan.

- Use the drop-down menus to choose the appropriate **Focus**, **Subcategory** and **Goal**. When creating a student’s curriculum plan it is understood that some students may complete a school-based modified program as a group; however, QCIA curriculum plans should be different for each student to reflect their individual learning goals.

- If a **Focus**, **Subcategory** or **Goal** is too long to be displayed in the drop-down list, an ellipsis (…) will appear at the right end of the field. Click on the ellipsis to display the entire wording.

Detailed steps to choose a focus, subcategory or goal are shown on the next page.
2. Choose the relevant curriculum organiser.

3. Select a learning **Focus** from the drop-down menu.

4. Select a **Subcategory** from the drop-down menu.
   Note: If a learning focus has no subcategory (e.g. CT4), select 'No Subcategory' from the drop-down menu.

5. Select a **Goal** from the drop-down menu.
6. Click **Add**.

The learning focus, subcategory and learning goal will be added under the curriculum organiser.

7. Repeat steps 3 to 6 until all the learning focuses and learning goals for the student’s curriculum plan have been entered. Some points to note:

- While there is no specific required number of learning goals, on average, a total of 20–30 goals would be reasonable for a curriculum plan.
- Not every curriculum organiser has to be used, and not every learning focus has to be used in a curriculum organiser.
- If a learning focus has no subcategory (e.g. CT4), select ‘No Subcategory’ from the subcategory drop-down menu to be able to see the learning goals.
- Curriculum plans may be completed in several sessions. Click **Save** before exiting to make sure all entries are saved. See Section 8: Editing an ‘In Progress’ curriculum plan to continue entering the curriculum plan.
- It is important to save work when using the **Curriculum plan builder**. A warning will appear if work has not been saved after 10 minutes.

- If the **Curriculum plan builder** is left open without use for an extended duration, the application will time out and work will not be saved.

- If a learning goal that has already been added is selected, a warning will appear.
• **Click the trash icon** to delete unwanted entries.

8. **Click Save** when all learning focuses, subcategories and goals have been entered.

The In Progress Curriculum Plans tab will appear.
7 Reviewing a curriculum plan

1. Select the student’s name from the In Progress Curriculum Plans tab.

2. Click View.

3. Check that all the information is accurate on the Details tab.

4. Select the Curriculum Plan tab and check that all the learning focuses, subcategories and learning goals are correct.

5. See Section 8: Editing an ‘In Progress’ curriculum plan to continue to edit a student’s curriculum plan.
6. After the curriculum plan has been reviewed, click **Close**.
8 Editing an ‘In Progress’ curriculum plan

1. Select the **In Progress Curriculum Plans** tab.
2. Select the student’s name.
3. Click **Edit**.

The **Details** tab will appear. Note that only the Moderator can edit the number of QCE contributing studies. See **Section 11: Editing the number of QCE contributing studies.**
4. Select the **Curriculum Plan** tab.

5. Make changes as required.
   a. To delete items, click the **trash icon**.
   b. Use the drop-down menus to add learning focuses, subcategories and learning goals.

6. Click **Add**.

7. Click **Update**.

8. A message box will appear. Record the date, time and description of changes made to keep a clear record of progress of the curriculum plan.

9. Click **Save**.

   If **Cancel** is selected, a message will appear.

   **If you cancel, your changes to the Curriculum plan will NOT be saved. Do you wish to cancel?**

   **No** **Yes**
9 Completing a curriculum plan for Moderator approval

You must have Curriculum Plan Editor role to complete this process.

1. Select the student’s name from the In Progress Curriculum Plans tab.
2. Click Edit.

The Details tab will appear.

3. Select the check box at the bottom of the screen:
   This curriculum plan is complete and ready to be considered for approval.
4. Click Update.
A message box will appear.

5. Record the date, time and note that the curriculum plan is completed and ready to be considered for approval.

6. Click Save.

The student's curriculum plan status will now show as 'Completed'.

Once the Curriculum Plan Editor has completed the curriculum plan, an email is automatically created and sent to the school Moderator. The body of the email looks like this:
The following curriculum plan has been completed and is ready for Moderator approval:

**School:** Best State High School  
**School code:** 999  
**District:** Brisbane Central District  
**Student:** Daphne Duck  
**LUI:** 6427735155  
**Exit Year:** 2019  
**Completed by:** Ima Teacher

Queensland Curriculum and Assessment Authority

The following curriculum plan has been completed and is ready for Moderator approval:

**School:** Best State High School  
**School code:** 999  
**District:** Brisbane Central District  
**Student:** Daphne Duck  
**LUI:** <6427735155>

7. Log out of the Curriculum plan builder.
10 Approving a curriculum plan

You must have Moderator role to complete this process.

1. Log in to the QCAA Portal > School Portal.
2. Choose Curriculum Plans.
4. Select the student whose curriculum plan is to be approved (Status must be 'Completed').
5. Click View to see and review the curriculum plan. If necessary, edit in consultation with the Curriculum Plan Editor.
6. Click Approve after any necessary editing has been completed.

The Details tab will appear for a final check. If any of the student details need to be updated, see Section 11: Editing the number of QCE contributing studies.

7. If the student details are correct, click Approve. The QCAA will receive notification that you have approved the plan.

8. A message box will appear. Record that the curriculum plan has been approved. Click Save.
When the Moderator approves a curriculum plan, an email is automatically sent to the moderators of the school and to the QCAA (QCIA@qcaa.qld.edu.au). The body of the email will appear as:

The following curriculum plan has been approved:

**School:** Best State High School  
**School code:** 999  
**District:** Brisbane Central District  
**Student:** Daphne Duck  
**LUI:** <6427735155>

The Curriculum plan builder navigation page will appear.

9. Select **Approved Curriculum Plans** tab and check that the student’s status is Approved.

10. Select **View** to view a student's curriculum plan.

11. Select **PDF** to save or print a copy of the student's curriculum plan.

The student’s curriculum plan is now approved in the Curriculum plan builder.
11 Editing the number of QCE contributing studies

You must have Moderator role to edit the number of QCE contributing studies or update school contact information in the Details tab.

If the student’s curriculum plan has already been approved, it must be recalled before it can be edited. See Section 12: Editing an approved curriculum plan.

1. Log in to the QCAA Portal > School Portal.
2. Choose Curriculum Plans.
3. Select the In Progress Curriculum Plans tab and highlight the student’s name.
4. Click Edit.

5. Make changes to as appropriate in the Details tab.
6. Check the box to indicate this curriculum plan is complete and ready to be considered for approval. Note: This statement is located on both the Details tab and Curriculum Plan tab. Click Update.

A message box will appear.

7. Record the date, time and summary of details being changed and click save.
12 Editing an approved curriculum plan

You must have Moderator role to recall an approved curriculum plan. This will place it back in the In Progress Curriculum Plans tab. It can then be edited by a person with either a Moderator or Curriculum Plan Editor role.

1. Log in to the QCAA Portal > School Portal.
2. Choose Curriculum Plans.
3. Select the Approved Curriculum Plans tab.
4. Select the student’s name (Status will state Approved).
5. Click Recall.

The Details tab will appear.

6. Click Recall.
A message box will appear. Record the date and reason for recalling the curriculum plan. For example, it may be that the student has changes to learning goals or it may be that a student is no longer eligible to receive the QCIA.

7. **Click Save.**

8. **Select the In Progress Curriculum Plans tab.** The student’s name will appear with the Status changed to ‘In Progress’. The Curriculum Plan Editor or Moderator may now edit the student’s curriculum plan. See Section 8: Editing an ‘In Progress’ curriculum plan.
13 Deleting an approved curriculum plan

You must have Moderator role to complete this process.

Before deleting a student’s curriculum plan, it is advisable that schools save or print a PDF copy of the existing curriculum plan for school records. Once a curriculum plan is deleted, it cannot be retrieved.

A curriculum plan must be deleted if a student:

- is no longer eligible to receive a QCIA
- ceases enrolment at the school.

It is only possible to delete a curriculum plan with a status of ‘In Progress’.

If the student’s curriculum plan has already been approved, it must be recalled before it can be deleted. See Section 12: Editing an approved curriculum plan.

1. Select the In Progress Curriculum Plans tab.
2. Highlight the student’s name.
3. Click Delete.

![Curriculum Plan Table]

<table>
<thead>
<tr>
<th>LUI</th>
<th>Given Names</th>
<th>Surname</th>
<th>Status</th>
<th>Created</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001234567</td>
<td>Matthew</td>
<td>Muskrat</td>
<td>In Progress</td>
<td>16/05/2018</td>
<td>Ima Teacher</td>
</tr>
<tr>
<td>4699123456</td>
<td>Edward</td>
<td>Echidna</td>
<td>In Progress</td>
<td>17/08/2018</td>
<td>Teresa Green</td>
</tr>
<tr>
<td>8134468221</td>
<td>Kyle</td>
<td>Koala</td>
<td>Completed</td>
<td>26/05/2018</td>
<td>Ima Teacher</td>
</tr>
<tr>
<td>0009876543</td>
<td>Barney</td>
<td>Bear</td>
<td>In Progress</td>
<td>26/05/2018</td>
<td>Ima Teacher</td>
</tr>
<tr>
<td>6427735155</td>
<td>Daphne</td>
<td>Duck</td>
<td>Completed</td>
<td>29/04/2018</td>
<td>Ima Teacher</td>
</tr>
<tr>
<td>8134456692</td>
<td>Thomas</td>
<td>Tank</td>
<td>In Progress</td>
<td>28/05/2018</td>
<td>Ima Teacher</td>
</tr>
</tbody>
</table>
4. The Details tab will appear. Click Delete.

The student’s curriculum plan has now been deleted and the student’s name will no longer appear in either of the Approved Curriculum Plans or In Progress Curriculum Plans tabs.

Note: If a curriculum plan is deleted, it cannot be recovered. If a curriculum plan is inadvertently deleted, a new curriculum plan must be created. See Section 4: Creating a new curriculum plan.